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ABSTRACT

The Massachusetts Public Library Materials Conservation Project was a year-long program sponsored by the Massachusetts Bureau of Library Extension and conducted by the New England document Conservation Center (NEDCC) under a grant from Title I, Library Services and Construction Act. Its purposes were to provide public library administrators, librarians, and trustees with information on the need for planning in the preservation and use of public library materials, and to provide practical training in preventive conservation measures and preservation techniques. To that end the NEDCC held meetings, seminars, and workshops to train library personnel in restoration, cleaning, and other material preservation techniques. NEDCC also (1) offered to survey libraries' environments and conditions and make recommendations and (2) made available matching grants to libraries for restoration and preservations of materials. Finally, two questionnaires were sent to participating libraries in order to evaluate the program. Appendixes include information on the project's personnel, administration, and budget, as well as on the seminar, workshop, materials used, grants, and suppliers. Copies of the questionnaires are attached, along with a list of selected readings. (Author/LS)

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PUBLIC LIBRARY MATERIALS CONSERVATION PROJECT

Howard P. Lowell
Project Officer

Massachusetts Bureau of Library Extension

Project funded under a grant from Title I,
Library Services and Construction Act

June 30, 1975

IR 002 231

SUMMARY

This report documents the experience of the Massachusetts Public Library Materials Conservation Project. The Project was a year-long program sponsored by the Massachusetts Bureau of Library Extension and conducted by the New England Document Conservation Center under a grant from Title I, Library Services and Construction Act. Its purposes were to provide public library administrators, librarians and trustees with information on the need for planning in the preservation and use of public library materials, and to provide practical training in preventive conservation measures and preservation techniques.

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PUBLIC LIBRARY MATERIALS CONSERVATION PROJECT

Needs. Physical deterioration of materials is a problem which affects every library collection. The identified causes for this problem include the combined effects of heat, humidity, air pollution, acid contamination, vermin, fungi, natural disasters, and planned or inadvertant destructive actions by people. The New England Document Conservation Center estimates that more damage is taking place in the five year span 1970-1975 than occurred in a similar volume of material during the entire 18th century.[1] A report from the Association of Research Libraries concludes that 90 percent of all books printed in the United States between 1900 and 1939 will be too weak for general use by the year 2000.[2] Frazer G. Poole of the Library of Congress writes, "Preservation of materials . . . is undoubtedly one of the major problems facing librarians today . . . (and) the problem is likely to become significantly worse before it improves."[3]

> It is of utmost importance that . . . concern for the protection of distinctive resources be developed much further and translated into effective action in every library that sees within its own collection certain materials that might be regarded as an indispensible component of the total human record . . . . However modest such a program might be, goals should be carefully articulated and priorities for action set. The library commitment must support continuing rather than sporadic effort, and must not be allowed to ebb and flow with the interests of migrating administrators and fluctuating budgets.[4]

The extent of this problem for Massachusetts public libraries became apparent as public library trustees and administrators began to consider appropriate activities for observing the Bicentennial. Numerous requests for assistance in local history collection programming, an informal needs assessment in libraries with large local history collections, and information obtained from the Administrators of the three Regional Public Library Systems verified a Bureau of Library Extension assumption that a program on conservation of public library materials might prove valuable. Traditional library education seemed to have done little to prepare librarians to cope with a physically deteriorating collection. The only in-depth coverage of the problem area available to Massachusetts librarians was a one-semester course offered at the Graduate School of Library Science, University of Rhode Island; this was not seen as a feasible alternative to meet the needs expressed.

A Project Officer, designated from the Bureau staff, who had experience in archives administration and conservation of archival material contacted the New England Document Conservation Center to explore their interest in a cooperative program. NEDCC Director George M. Cunha responded enthusiastically to the proposal and $60,000 from Title I, Library Services and Construction Act was made available by the Bureau for the Public Library Materials Conservation Project.

New England Document Conservation Center (NEDCC). The New England Document Conservation Center, North Andover, Massachusetts, authorized under terms of the New England Interstate Library Compact, was established

and is governed by librarians. NEDCC is a regional approach to find a solution for the problem of making conservation services available to New England public libraries, state and local archival agencies, and private, nonprofit historical, educational and cultural institutions on an "at cost" basis. The primary purpose of the Center is to maintain a workshop with facilities and staff to restore, preserve and maintain the physical condition of books, prints, manuscripts, broadsides and similar documentary materials. One of its secondary purposes, subject to funding, is to conduct seminars, workshops and other training programs for staff of libraries and archives.

Project Philosophy. Essential to the design for the Public Library Materials Conservation Project is the concept that a tripartite relationship exists among scientists, conservators and librarians. This concept defines the key member in this relationship as the librarian for only librarians have the administrative responsibility and authority necessary to initiate actions for preserving a library collection. Basic to this concept are the propositions that: (1) librarians must have a knowledge base in order to make conservation decisions; (2) librarians are able to establish and maintain effective preventive conservation programs in their libraries by modifying existing procedures and correcting environmental deficiencies; and (3) librarians can perform many simple restoration procedures. One element in educational programs based on these propositions is providing the information necessary to assist librarians to identify and differentiate between restorative treatments which, with training,

are within their capabilities to perform from those which require professional restoration methods.

Project Planning and Development. The Bureau of Library Extension invited a group of public librarians representative of different size libraries throughout the Commonwealth to come together as a planning group to further define public library needs for conserving materials and develop a program to meet the needs defined. At its initial meeting the Group established three objectives for the Public Library Materials Conservation Project:

1. TO EDUCATE ADMINISTRATORS/LIBRARIANS/ TRUSTEES TO THE NEED FOR LONG-TERM PLANNING FOR COLLECTION PRESERVATION AND USE

2. TO PROVIDE PRACTICAL TRAINING FOR LIBRARIANS/TECHNICIANS IN SIMPLE LIBRARY RESTORATION PROCEDURES

3. TO PROVIDE A FUNDING MECHANISM TO ENABLE PUBLIC LIBRARIES TO USE PROFESSIONAL RESTORATION SERVICES OFFERED BY NEDCC

The Group also formed an Evaluation Team headed by the Project Officer to evaluate the effectiveness of the Project in meeting these objectives.

The Planning Group designed four activity components to meet Project objectives. An information seminar was designed to meet Objective #1, and a practical, "hands-on" workshop experience to meet Objective #2. Objective #3 would be met through a program for NEDCC conservation survey grants to assess enviornmental conditions in specific libraries as related

to the known causes for deterioration, and a program of grants for actual restoration work to be done by the Center. Each component related to, and depended upon, the previous activity component.

The Worcester Program. The initial Project activity was a two-day information seminar held at the Worcester Public Library on October 24 and October 31, 1974. The target group for this seminar was administrators, trustees and other "decision-makers." The seminar content explored the causes for deterioration and alternatives available to solve conservation problems. An information packet of printed material supplemented the lecture presentations.[5]

114 people representing 62 public libraries, 8 academic or special libraries, the three Regional Public Library Systems and the Bureau of Library Extension staff attended the Worcester seminar. Results from 84 participant evaluation questionnaires indicated that this activity met the program objective, to provide administrators, librarians and trustees with a basic informational content to increase awareness of conservation problems/issues/actions. 71% indicated that "a lot" (90%) of the information presented was new; 25% indicated "some" (50%) was new; 4% indicated they already knew most of the informational content covered. 95% of the participants responding indicated that the Worcester seminar had increased their awareness of specific conservation problems in their own library. 86% indicated they were going to take further action. The three persons responding that most of the informational content was

familar to them also responded that the program had increased their awareness of problem situations within their own library. The response to a question asking the next action step a participant planned to take was often in terms of "convincing the boss" which the Evaluation Team interpreted to mean that, in several cases, the seminar was not attended by the "decision-maker."

The "Hands-On" Workshop. The follow-up activity to the Worcester seminar was seven sessions of a one-day practical, "hands-on" workshop designed to meet Objective #2. Registration for each workshop session was limited to fifteen participants who worked in groups of three or four under the supervision of a professional staff member from NEDCC. The workshop emphasized restoration techniques which can be performed by librarians in the library, including cleaning procedures for different materials, testing for acidity and methods for deacidification, polyester encapsulation, removal of pressure sensitive tape, and reinforcing documentary material with thermoplastic nylon. An NEDCC staff member demonstrated each technique after which each participant performed the operation on materials from their own library. A "take-home" kit containing written instructions for all restoration procedures performed, samples of the restoration supplies used, and a copy of Carolyn Horton's Cleaning and Preserving Library Bindings and Related Materials[6] formed a valuable part in the workshop package.

99 people representing 64 public libraries, 3 academic libraries and the Bureau staff attended the workshop. The participant evaluation

instrument was useful in modifying workshop design but did not yield evidence that the workshop objective, to provide practical training in simple restoration procedures, was or was not effectively met. The ability of participants to apply workshop skills to their library situation seems the most significant indicator of workshop success, and this was not able to be measured. Final Project Evaluation returns indicated participating librarians felt the need for additional workshop experiences.

Conservation Surveys. To meet the requirements of Objective #3, the Planning Group designed two grant programs. The first of these, intended to link the information and skills acquired at the Worcester seminar and the "hands-on" workshop to the specific conditions in a participant's library, was a matching grant from the Project to have NEDCC conduct conservation surveys.

The Conservation Survey is one of the standard services NEDCC offers. The Survey evaluates a facility's environment and conditions as related to the known causes for deterioration of library materials, recommends in a written report necessary changes, and suggests treatments and recommended priorities for professional restoration services needed.

Survey grants were administered under the following criteria:

1. grants were limited to Massachusetts public libraries;
2. priority was given to libraries which had participated in the educational components of the Project;

3. the requesting library assumed responsibility for funding the initial $100 cost for the survey and report; and
4. the Project assumed the remaining costs ($125).

The Project awarded 37 survey grants, amounting to $4,625 from the Project, to Massachusetts public libraries. Additionally, as a result of Project participation and/or information, one other Massachusetts public library, one Rhode Island public library and one Massachusetts university library contracted individually with NEDCC for a conservation survey.

Restoration Grants. The second activity designed to meet Objective #3 was a grant program for restoration services to be performed by NEDCC. The Planning Group felt this program component would enable participating libraries to begin to implement preventive conservation measures discussed during the educational components and the specific recommendations for action presented in the conservation survey report.

The Group decided the focus for restoration grants would be to encourage librarians to develop continuing programs for conservation of library materials with definite policy and budget commitments for these programs. With this purpose in mind, the requirements for matching commitments from libraries receiving restoration grants were purposely left flexible. Many librarians took the opportunity to meet matching requirements by improving the environmental and storage conditions in which restored material would be housed. Most librarians responded favorably to this flexible matching policy indicating that: (1) the library would

probably not be able to qualify for restoration grants if required to allocate matching money for actual restoration work; and (2) the restoration "carrot" enabled library administrators to release funds for improving library environmental conditions which governing authorities previously had failed to approve.

The Project required all funds granted for this component to be used for NEDCC restoration services. The Center established accounts for each library receiving a grant. Restoration grants were administered under the following criteria:

1. grants were limited to Massachusetts public libraries;
2. priority was given to libraries which had participated in the educational components of the Project;
3. priority was given to libraries which had completed an NEDCC conservation survey;
4. the requesting library had to provide evidence of matching funds which directly applied to the materials for which NEDCC restoration services were required (funds did not need to be on a one-to-one matching basis and funds for appropriate conservation equipment or in-kind services could be substituted);
5. the requesting library had to have a Conservation Policy Statement/Action Plan including specific designation of staff responsibility for materials conservation;
6. the requesting library had to have adequate fac facilities for preservation of restored materials, or evidence of a plan for bringing facilities to an adequate state;

7. the requesting library had to make materials, restored through a Project grant, accessible to clients including access to knowledge of their existence; and
8. uniqueness, rarity and value of items to be restored was a condition considered by the Planning Group in reviewing grant applications.

The Project awarded 14 restoration grants for $40,410 in NEDCC restoration services.

Project Evaluation. The Evaluation Team decided Project evaluation would focus on any impact which the Project might have on conservation programs in Massachusetts public libraries. To provide this information, and to assess the status of conservation programs in participating libraries, the Team designed two similar Project Evaluation Questionnaires to send to libraries participating in any component of the Project. The first questionnaire was sent on November 11, 1974 to all libraries participating in the Worcester seminar; the second was sent on May 28, 1975 after the awarding of restoration grants.

41 libraries responded to the November questionnaire. Returns indicated that: 27% had active, on-going programs for library materials conservation; 20% had planned but not implemented a program; 41% had appointed a staff member with responsibility for conservation; 5% had contracted for an NEDCC conservation survey; and 22% had used NEDCC restoration services. The data also revealed that some libraries had implemented, or planned to implement, programs but had no staff member responsible for the program, some libraries had a person responsible for conservation but no program, some libraries had funds budgeted but

no program, some libraries had a program but no funds budgeted for it, and many libraries limited their conservation programs to binding.

Thirty-eight libraries returned the May questionnaire. Returns indicated that: 34% had active, on-going programs for library materials conservation; 34% had planned but not implemented a program; 55% had an appointed staff member with responsibility for conservation; 66% had used NEDCC for a conservation survey; and 32% had used NEDCC restoration services. The June questionnaire also found that 89% of those responding had shared information about the problems of library materials conservation with their trustees. 42% of these trustees then made a definite policy commitment for preservation of valuable library materials; 34% did not. As a result of the Project, 39% of the responding libraries initiated or strengthened programs for materials conservation; 37% decided not to take action. 71% of those responding felt the Project, or parts of it, should be repeated.

37% of the 67 public libraries participating in the Project answered both the October and June questionnaires. Comparison of these returns show that: 20% had an active conservation program; 28% had no program; 20% had planned but not implement a program. The following changes in conservation program status in responding libraries was noted: one library had changed from no program to an active, on-going program; two libraries had implemented a program which was previously in the planning stage; three libraries redefined their program status from active to planned; two libraries who had no programs in October had programs in the planning stage in June. Several libraries with no program indicated they would be considering library materials conservation in developing their next budget requests.

Related Activities. As either a direct or tangential result of the Public Library Materials Project, several related programs and activities have taken or are taking place. Among the most significant are:

(1) the Project Officer presented a talk outlining a planning process for public library decision making for local history collections and programming at the annual conference of the Massachusetts Library Association;

(2) Clark University, Worcester, sponsored a six session program on the "Care and Feeding of Manuscripts" designed, in part, to meet the informational needs expressed by public librarians and the Project Planning Group;

(3) the Assistant Director's Group, representing public libraries in the metropolitan Boston area, simulated the Project workshop at their February 7, 1975 meeting and devoted the meeting agenda to discussing practical aspects of preventive conservation programs;

(4) the Project Officer prepared an article outlining a planning sequence for implementing a library materials conservation program which has been submitted for publication;

(5) the Project Officer coordinates a New England Subcommittee of the Preservation Methods Committee of the Society of American Archivists; the Preservation Methods Committee is chaired by George M. Cunha, Director, NEDCC, and is creating an information package for archives administrators to assist in conservation program development and implementation;

(6) the Preservation Methods Committee, borrowing from the Project experience, will sponsor a one-day workshop on October 3, 1975 at the annual conference of the Society of American Archivists in Philadelphia.

Conclusions. The Public Library Materials Conservation Project grew out of an expressed need by librarians for information and advice in dealing with deteriorating library materials. The Project focused on these needs and designed an activity sequence in an attempt to meet them. Evaluation results indicate a definite increased awareness of the problem and alternative courses of action which can be taken. Evaluation results also indicate that many public library administrators in Massachusetts are taking action based on their increased awareness. The significance and scope of action commitment remains to be judged by their continuation and the passage of time.

One need which the Planning Group felt inappropriate to this Project but which was constantly emphasized by Project participants is a need for information and techniques for determining what library materials should be preserved as part of a library's collection. The Project focus was how to preserve, not what to preserve. This need remains to be met.

The problem of deteriorating library collections exists everywhere; the Public Library Materials Conservation Project design offers one alternative to help librarians look at the problem and ways to successfully deal with it. Its adaptability for others as a program model depends on local needs and available resources. In Massachusetts, the Project, generally, met the objectives which the Project Planning Group developed to meet the needs as defined by public librarians in the Commonwealth.

FOOTNOTES

1 Permanence/Durability of the Book - VII: Physical and Chemical Properties of Book Papers, 1507-1949 (Richmond, Virginia: W.J. Barrows Research Laboratory, Inc., 1974), 32.

2 Gordon Williams, "The Preservation of Deteriorating Books," Library Journal 91:51-56; 189-194 (January 1 and January 15, 1966).

3 Frazer G. Poole, "Preservation and Cost Standards," Special Libraries 59:614 (October, 1968).

4 Warren J. Hass, Preparation of Detailed Specifications for a National System for the Preservation of Library Materials: Final Report (Washington: Association of Research Libraries, February, 1972), 19. (ERIC Document ED 060 908).

5 Handout materials adapted from: Cunha, George M. and Norman Tucker, eds., Library and Archives Conservation (Boston: The Boston Athenaeum, 1972); Cunha, George M. and Dorothy Grant Cunha, Conservation of Library Materials, 2 vols. (Metchuen, N.J.: The Scarecrow Press, Inc., 1972).

6 Carolyn Horton, Cleaning and Preserving Bindings and Related Materials 2nd ed. (Chicago: American Library Association, 1969).

APPENDIX

Public Library Materials Conservation Project
Planning Group

Ann Smith, Reference Librarian
Winchester Public Library

Robert Loud, Assistant Director
Concord Free Public Library

Grace Comes, Librarian
Lancaster Town Library

Quentin de Streel, Director
Jones Library, Inc., Amherst

Susan Hay, Assistant Director
Bedford Free Public Library

Karen Day, Community Services Librarian
Watertown Free Public Library

George Cunha, Director/Conservator
New England Document Conservation Center

Charles Brandt, Field Services Coordinator
New England Document Conservation Center

Mary Burgarella, Project Director, LSCA
Massachusetts Bureau of Library Extension

Project Officer:

Howard Lowell, Educational Specialist
Massachusetts Bureau of Library Extension

NEW ENGLAND DOCUMENT CONSERVATION CENTER
800 Massachusetts Avenue
North Andover, Massachusetts 01845

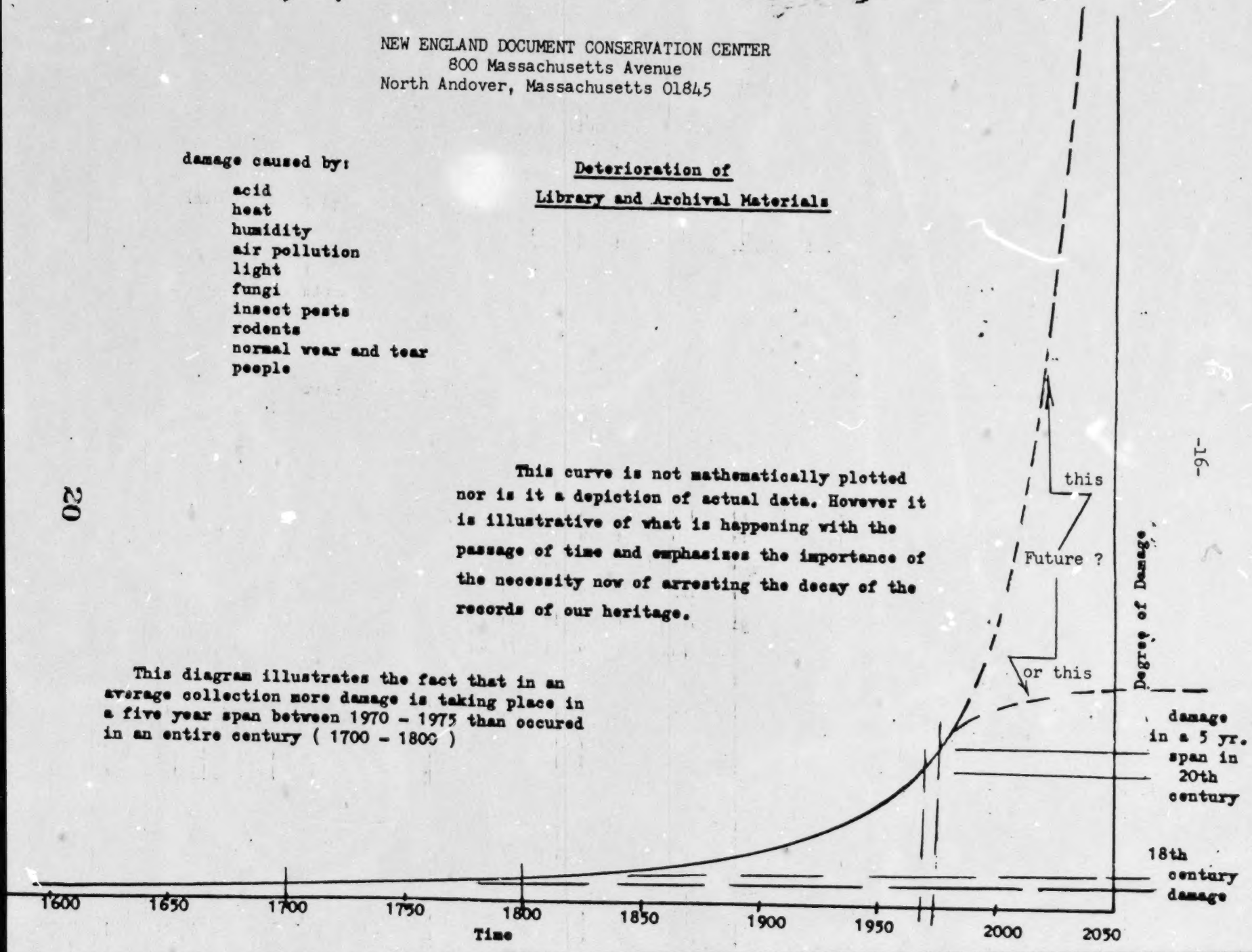
damage caused by:

- acid
- heat
- humidity
- air pollution
- light
- fungi
- insect pests
- rodents
- normal wear and tear
- people

Deterioration of Library and Archival Materials

This curve is not mathematically plotted nor is it a depiction of actual data. However it is illustrative of what is happening with the passage of time and emphasizes the importance of the necessity now of arresting the decay of the records of our heritage.

This diagram illustrates the fact that in an average collection more damage is taking place in a five year span between 1970 - 1975 than occured in an entire century (1700 - 1800)



THE TRIPARTITE CONCEPT OF CONSERVATION

Administration

Decision making based on <u>all</u> the considerations involved in addition to the conservation factors.

Establish staff policies

Plan and provide funds for conservation program

Emergency plans

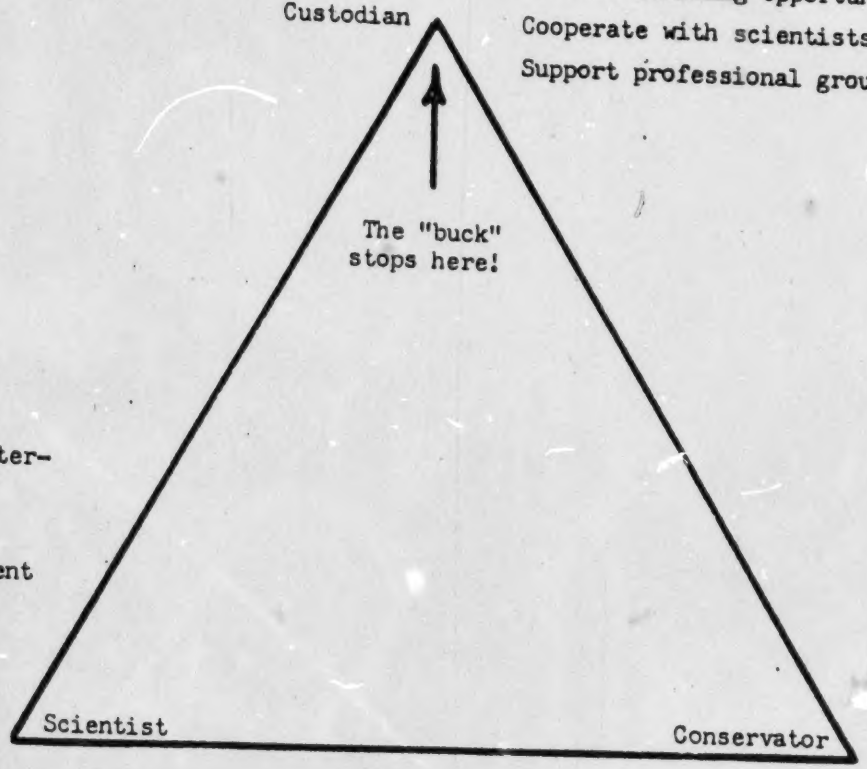
Support regional cooperative conservation

Advocate the teaching of conservation in schools and colleges

Provide learning opportunities for staff

Cooperate with scientists and professional conservators

Support professional groups



Science

Study:

1. Causes for deterioration
2. Effect of the environment on materials
3. Chemical and physical characteristics of materials

Evaluate traditional procedures

Develop new procedures for treatment of materials and control of the environment

Professional Conservation

Provide advice and assistance in

1. Environment control
2. On the site treatments of materials

Teaching for institution staffs

Training for technicians

Establish standards

Conduct surveys and inspections

Conduct seminars and workshops

Perform sophisticated repairs

Disaster assistance

Project Budget

Educational Components:

Worcester Seminar	$ 1,239.57	
Workshops (7)	5,164.57	
Taxes and Overhead	3,758.66	
		$10,162.80

Grant Component:

Conservation Surveys	$ 4,625.00	
Restoration Services	40,410.00	
Restoration Contingency Account (12%+)	4,802.20	
		$49,837.20

TOTAL PROJECT BUDGET $60,000.00

WORCESTER SEMINAR AGENDA

Session #1

9:00 - 9:30	Registration and Coffee
9:30 - 10:00	Introduction and Welcome
10:00 - 11:00	The Scope of the Problem
11:00 - 11:30	Review of Materials
11:30 - 12:00	Discussion
12:00 - 1:00	Lunch
1:00 - 3:00	Causes for Deterioration
3:00 - 3:30	Coffee
3:30 - 4:30	Discussion and Evaluation

Session #2

9:00 - 9:30	Registration and Coffee
9:30 - 10:30	Preventive Conservation vs. Restoration
10:30 - 11:30	Environmental Controls
11:30 - 12:00	Discussion
12:00 - 1:00	Lunch
1:00 - 3:00	Routine Care of Materials
3:00 - 3:30	Coffee
3:30 - 4:30	Discussion and Evaluation

"HANDS-ON" WORKSHOP SCHEDULE

Section #1	November 16, 1974 New England Document Conservation Center
Section #2	November 23, 1974 Jones Library, Inc., Amherst
Section #3	December 7, 1974 Auburn Public Library
Section #4	December 14, 1974 New England Document Conservation Center
Section #5	January 11, 1975 New England Document Conservation Center
Section #6	January 18, 1975 Centennial School, Norfolk
Section #7	April 12, 1975 New England Document Conservation Center

WORKSHOP AGENDA

A.M. Session: Cleaning and Dressing leather bindings
(bring one or two leather bound volumes)

Cleaning and simple repairs to clothbound volumes
(bring one or two delapidated cloth bound volumes)

Cleaning with soft erasers and ground art gum:
frontis pieces, soiled fly leaves and soiled texts,
plus simple mending techniques.
(materials will be provided)

P.M. Session: Deacidification and Testing for Acidity:

books - Interleaving
(deacidification materials will be provided)

newsprint - Spray deacidification
(materials will be provided)

documents - spray deacidification vs soda water process
(materials will be provided)

Polyester Encapsulation of documentary material
(material will be provided)

Removal of pressure sensitive tape from books and documents
(material will be provided)

Reinforcing documentary material with thermoplastic
nylon and nylon webb
(material will be provided)

Student Kit Contents

1 bottle of Potassium Lactate*
1 Jar of Leather Dressing *
4 pieces of cheesecloth
1) one for each of above
2) one for book cleaner
3) one for mylar

4 types of erasers *
a. Pink Pearl
b. Ruby Red
c. Magic Rub
d. Art Gum

1 Opaline pad*
Samples of Usugami & lens tissue
Jar of Methyl Cellulose*
Kraft paper
2 paste brushes
bone folder
Scalpel and blade
Spatula
Scissor
18" metric ruler

1 bottle Wei T'o Spray Deacidifier*
1 box Merck strips - pH range 5.0 - 10.0 *
Club soda
Milk of Magnesia tabs and emulsion
Q-Tips
Tetrahydrofuran
Heat set tissue
Nylon Webb
Silicone Release Paper
Scotch tape sample
Mylar samples
Facial tissues
Waxed paper
Graph paper

Reference Material:

"Cleaning & Preserving Bindings and Related Material" by Carolyn Horton
LC #7 701 H 79 1969

Mylar Encapsulation by Jane Greenfield, Yale Conservation Lab.
Nylon Webb Reinforcement by Charles Brandt, NEDCC
Cleaning Procedures for Book Stacks, NEDCC
Milk of Magnesia Deacidification Process by R.D. Smith
List of Suppliers by NEDCC

*Take home articles - one set per library.

Conservation Survey Grants

Acton Memorial Library
The Jones Library, Inc., Amherst
Memorial Hall Library, Andover
The Sturgis Library, Barnstable
Bedford Free Public Library
Bridgewater Public Library
Canton Public Library
Concord Free Public Library
East Bridgewater Public Library
Fitchburg Public Library
Sawyer Free Library, Gloucester
Holliston Public Library
Holyoke Public Library
Lincoln Public Library
Malden Public Library
Medway Public Library
Melrose Public Library
Milton Public Library
Monson Free Library and Reading Room Association
New Bedford Free Public Library
Norfolk Public Library
Forbes Library, Northampton
Thomas Crane Public Library, Quincy
Sherborn Library
Shrewsbury Free Public Library
South Hadley Library System
Waltham Public Library
Watertown Free Public Library
Wayland Free Public Library
Beaman Memorial Public Library, West Boylston
Westborough Public Library
The Westfield Athenaeum, Westfield
Forbush Memorial Library, Westminster
Tufts Library, Weymouth
Winchester Public Library
Winthrop Public Library
Worcester Public Library

Restoration Grants

Memorial Hall Library, Andover	$ 1,035
The Sturgis Library, Barnstable	pending
Bedford Free Public Library	600
Concord Free Public Library	10,000
Haverhill Public Library	10,000
Lancaster Town Library	1,500
Lawrence Public Library	5,000
Medway Public Library	350
Melrose Public Library	1,000
Monson Free Library and Reading Room Ass'n	500
New Bedford Free Public Library	3,000
Watertown Free Public Library	4,000
Westborough Public Library	100
Tufts Library, Weymouth	400
Winchester Public Library	2,800

The Commonwealth of Massachusetts
Department of Education
Bureau of Library Extension
648 Beacon Street, Boston, Massachusetts 02215

PUBLIC LIBRARY MATERIALS
CONSERVATION PROJECT

Evaluation

Worcester Training Program

1. The content of this two-session Program gave me
   _____ no new information -- I already knew of 90% of this information
   _____ some new information -- I knew about 50% of this information
   _____ a lot of new information -- 90% of this information was new to me

2. I found the slides and demonstrations
   _____ helpful
   _____ not helpful
   _____ had no effect

3. The most useful part of the Program for me was
   _____ the information-giving segments
   _____ the discussion segments
   _____ information sharing and dialogue with colleagues at lunch and coffee
   _____ the hand-out materials
   _____ Other (please specify)

4. Did you feel the physical set-up of the room and/or the number of participants

_____ enhanced

_____ detracted from

_____ did not affect

the presentation and your understanding of the Program content. Please comment:

5. Have these two sessions increased your awareness of library materials conservation problems existing in your Library?

_____ Yes

_____ No

6. Do you plan to take action?

_____ Yes

_____ No

If "yes", what is your next step going to be?

The Commonwealth of Massachusetts
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648 Beacon Street, Boston, Massachusetts 02215

PUBLIC LIBRARY MATERIALS
CONSERVATION PROJECT

Evaluation
Practical Workshop Session

1. Did you come to this workshop expecting to learn specific skills?
   _____ Yes
   _____ No
   If "yes", what skills?

2. Are there skills which you expected to learn which were not covered?
   _____ Yes
   _____ No
   If "yes", what skills?

3. Can you now better differentiate between preservation problems you can handle and those which require professional attention?
   _____ Yes
   _____ No

4. Do you feel able to apply the skills learned today in your Library?
   _____ Yes
   _____ No
   If "no", why?

5. Do you feel the need for additional Workshops and skills training?
   _____ Yes
   _____ No
   If "yes", in what areas?

PUBLIC LIBRARY MATERIAL
CONSERVATION PROJECT

Project Evaluation Questionnaire

1. Does your Library have an active, on-going program for library materials conservation?

   _____Yes

   _____No

   _____Planned but not implemented

2. Has one person been appointed to plan and be responsible for preservation and protection of all materials in, or to become part of your library collection?

   _____Yes

   _____No

   Person's Title or Job Function: _____

3. Does your Library have a sum specifically budgeted for library materials conservation?

   _____Yes

   _____No

   Amount $_____

4. Are these funds limited to binding?

   _____Yes

   _____No

-over-

5. Has your Library used the services of the New England Document Conservation Center?

_____Yes

_____No

If "yes", for

_____ a Survey

_____ Restoration Work

6. Comments:

Library: _____

Head Librarian: _____

Address _____

_____Zip_____

Telephone _____

The Commonwealth of Massachusetts
Department of Education
Bureau of Library Extension
648 Beacon Street, Boston, Massachusetts 02215

PUBLIC LIBRARY MATERIALS
CONSERVATION PROJECT

Project Evaluation Questionnaire

1. Does your library have an active, on-going program for library materials conservation?

   _____ Yes

   _____ No

   _____ Planned but not implemented

2. Has one person been appointed to plan and be responsible for preservation and protection of materials in, or to become part of your library collection?

   _____ Yes

   _____ No

   Person's Job Title or Function: _____

3. Does your library have money specifically budgeted for library materials conservation?

   _____ Yes

   _____ No

   Amount: $_____

4. Are these funds limited to binding?

   _____ Yes

   _____ No

5. Has your library used the services offered by the New England Document Conservation Center?

_____ Yes

_____ No

5a. If "yes", for

_____ a Survery _____ funded from the Project
_____ not funded

_____ Restoration Work _____ funded from the Project
_____ not funded

5b. If your library had NEDCC conduct a Survey which was funded from the Project, did you find the Survey Report of value?

_____ Yes

_____ No

What parts were most useful?

What parts were least useful?

Please make specific comments and suggestions on ways NEDCC might make the Survey Report a more useful document:

6. Have you shared information about the problems of library materials conservation with your Trustee?

_____ Yes

_____ No

6a. If "yes," did the Trustees make a policy commitment to preservation of valuable library materials?

_____ Yes

_____ No

_____ We already had our official policy commitment for conservation of library materials

7. Was a library materials conservation program implemented in your library as a result of your participation in the Public Library Materials Conservation Project?

_____ Yes

_____ No

_____ We already had an active materials conservation program

8. Do you feel this Project, or parts of it, should be repeated:

_____ Yes

_____ No

If "yes," what activities and for whom?

9. Are you satisfied with the way in which this Project was administered?

_____ Yes

_____ No

Suggestions for changes or improvements:

10. Comments:

11. Library:

New England Document Conservation Center
800 Massachusetts Avenue
North Andover, Massachusetts 01845

Library Conservation Materials
List of Suppliers

TALAS
Division of Technical Library Services
104 Fifth Avenue
New York, New York 10011

(general supplies)

Process Materials
329 Veterans Boulevard
Carlstadt, New Jersey 07072

(miscellaneous papers, and nylon webbing, heat set nylon)

James River Paper Company
Tredegar Road
Richmond, Virginia 23217

(blotters)

Transilwrap Corporation
2741 North 4th Street
Philadelphia, PA

(3 & 5 mil Type S Mylar)

Pratt - Spector Inc.
46 Merrick Road
Rockville Center, New York

(Scotch Double Coated Tape #415)

Mail Order Plastics
56 Lispenard Street
New York, New York 10013

(plastic bottles & containers)

Picreator Enterprises
44 Park View Gardens
Hendon, London
NW4 2PN, England

(conservation & museum materials)

Aiko's Art Materials Import
714 North Wabash
Chicago, Illinois 60611

(oriental papers)

Charles T. Bainbridge's Sons
20 Cumberland Street
Brooklyn, New York 11205

(mat & mounting board)

Charrette
2000 Massachusetts Avenue
Cambridge, Massachusetts 02140

(general supplies)

Gallard-Schlesinger
584 Mineola Avenue
Carle Place, L.I., N.Y. 11514

(chemical & laboratory supplies)

Hollinger Corporation
3810 S. Four Mile Run Drive
Arlington, Virginia 22206

(Permalife folders, boxes etc.)

Interleaf, Inc.
2300 East 26th Street
Minneapolis, Minnesota 55406

(vapor phase deacidification papers

Sun - X International, Inc.
4125 Richmond Avenue
Houston, Texas 77027

(glass tinting)

Washi No Mise
2583 Turk Hill Road
Victor, New York 14564

(miscellaneous papers)

Selected Readings

Barrows, W.J. Manuscripts and Documents: Their Deterioration and Restoration. 2nd ed. Charlottesville: University of Virginia Press, 1972.

Cunha, George M. and Dorothy Grant Cunha. Conservation of Library Materials. 2nd ed. Metchuen, N.J.: The Scarecrow Press, Inc., 1971.

Cunha, George M. and Norman Tucker, eds. Library and Archives Conservation. Boston: The Boston Athenaeum, 1972.

Horton, Carolyn. Cleaning and Preserving Bindings and Related Materials. Chicago: American Library Association, 1969.

Kane, Lucille. A Guide to the Care and Repair of Manuscripts. 2nd ed. Nashville: American Association for State and Local History, 1972.

Tauber, Maurice F., ed. Library Binding Manual. Boston: Library Binding Institute, 1972.

Winger, Howard W. and Richard Daniel Smith, eds. Deterioration and Preservation of Library Materials. Chicago: University of Chicago Press, 1970.